



Take ACTION

## Short-Term Ministry Coordinator (1) -Term Ministry Coordinator (1)

*REPORT TO: Human Resources Administrator*

*PLACE OF SERVICE: Manila, Philippines*

*DATE REVISED: September 2009*

### PURPOSE OF THIS POSITION:

To assist the Human Resources Administrator in order to meet the needs for short-term missionaries, internship missionary trainees, project workers, volunteer service teams, visiting teams and official ACTION visitors.

### LIST OF RESPONSIBILITIES:

**General Responsibilities:** To provide assistance to the Human Resources Administrator as the Ex-Pat Short Coordinator. To represent the ACTION Philippines Human Resources Department in matters having to do with the processing and placement of short-term missionaries, missionary interns, volunteer workers, etc.

**Pre-field preparation responsibilities** for receiving new ACTION ex-pat short-term missionaries, missionary interns, projects workers, volunteer workers and ACTION personnel needs.

- Assist the Human Resources Administrator in assessing the need for recruitment by quarterly interviewing the ministry leaders regarding personnel needs.
- Prepare job descriptions for recruitment based on rough drafts submitted by ACTION missionary supervisors. Final drafts of the job descriptions are to be reviewed by the ACTION ministry department supervisor involved in the recruitment.
- Advise the ACTION personnel sending offices and ACTION representatives of other countries concerning the need for personnel.
- Review all profiles, Preliminary Information Forms, applications supporting documents and correspondence.
- Activate and execute the tracking system procedures for individual(s) in application process.
  - Receive further information on field-approved people from ACTION sending offices or representatives, leading applicants to appointee status (short-term or intern missionaries only).
  - Review received information by correspondence and advise appropriate future ministry supervisors, hospitality hosts, and the Human Resources Administrator.
- Prepare summary profile on received applications and distribute to the Human Resources Administrator, as well as appropriate future ministry supervisors, for further comment and direction.
- With the applicant's profile and job description, seek ACTION Philippine Council approval.
- Notify sending ACTION HR Offices or ACTION country representatives of field approval.

- Upon receiving notice of confirmed departure dates, activate all pre-field arrangements and preparations as stated in the pre-arrival checklist. (Pre-field arrangements shall be coordinated according to the status of the newcomer(s).)
- Arrange with the supervising missionary of interns all necessary preparations regarding ministry supervision and ministry-related assignments (i.e. research reports, Bible school practicum, assignments, field trips, etc.)

### **Field-Orientation Responsibilities**

- Ensure that the orientation manual is updated and ready for use.
- Determine what orientation materials are to be used according to the new arrival's service or visiting status.
- Coordinate and supervise various aspects of the orientation (i.e. assigning sessions, interviews) and scheduling, etc. This arrangement should be prepared one week before the newcomer is scheduled to arrive.
- Inform supervisors of interns regarding accommodations, orientation, language training and ministry-placement assignments.
- After the newcomer arrives, coordinate and supervise all pre-field arrival assignments and orientation scheduling.

### **Supervisory responsibilities** for personnel who are classified under this job description.

- Submit bi-monthly supervisory reports to the Human Resources Administrator.
- Monitor and supervise those who are in language training. (Check the language supervision file or the language supervision section of the Human Resources Department Manual).
- Advise the Human Resources Administrator of needed changes or updates in carrying out supervisory procedures.
- Act as a facilitator or advisor when necessary for short-term missionaries (and missionary interns) and their supervising missionary. Monitor short-term missionaries, etc. while they are under their service assignment. Review all reports from supervising missionaries having to do with personnel supervised under this job description.
- Provide counseling assistance when needed for newly supervised personnel who may be under stress or culture shock.
- Advise the HR Admin. of any unusual circumstances or difficulties of supervised people classified under this job description, such as recommended ministry changes, need for suspension or early termination of their field service. The ACTION field manual must be checked for sections that may address these problems.
- Regularly visit supervised personnel under this job description for the purpose of spiritual and emotional encouragement.
- Facilitate ongoing enculturation of short-term/intern missionary personnel or volunteer workers as needed.
- Submit any vacation schedules to the Human Resources Department.



Take ACTION

**End-of-Service supervision** and evaluation.

- Revise as necessary the end-of-service evaluation form for short-term missionaries and missionary interns.
- Review and coordinate the end-of-service evaluation form with the supervisor and missionary involved.
  - Review with the Human Resources Administrator all end-of-service summaries and evaluation reports.
  - Send copies of all end-of-service summaries and evaluation reports to the representative ACTION sending office or ACTION representative, the ACTION supervising missionary involved, and for possible Bible school.
- Conduct the debriefing package including end-of-term service evaluation.
- Check with the ACTION travel and government relations coordinator for necessary departure procedures.

**PREFERRED PRE-FIELD EXPERIENCE:**

- College/university/Bible school or seminary education or applicable professional/vocational training as appropriate for this job description.
- Studies in human resource development sociology, counseling and business administration would be helpful, but not required.
- Bible ministries must include at least one year of Bible training or the equivalent; or a Biblical Counseling Foundation course.
- Must demonstrate a comprehensive knowledge of missions perspective through selected readings; or “World Mission” course.
- Complete and approve pre-field orientation course equivalent to the course being offered currently by Missionary Internship.
- Requires minimum two-year commitment to field.

Tagalog Level 2 of 4 recommended but not required.

ACTION Philippines 2009-2010 Personnel Needs List  
Updated July 2009